



St. James Lutheran Church

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www.StJamesGettysburg.org

We respond to God's abundant grace by being hearers, proclaimers and doers of the Word.

Director of Youth and Family Ministry Job Description

Position Summary

The Director of Youth and Family Ministry is to coordinate and promote youth and family faith formation ministry programs to encourage a deeper relationship with the Trinity. In accompaniment with the St. James community of faith, this nurturing will be enhanced by lifting up and living out Baptismal covenants; engaging in deeper relationships with one other; and encouraging a strong commitment and understanding of service/accompaniment with others. The Director of Youth and Family Ministry will report to the Lead Pastor or other designee.

Organizational Relationships

1. Plays an integral role in the faith community and mission of St. James.
 - a. Develop a core team of volunteers who share in the primary responsibility for youth ministry and faith formation programs for preschool through high school.
 - b. Build and/or maintain networks of congregational support for specific youth ministry programs.
 - c. Attend the Youth Ministry and Christian Education Committee meetings. Enhance and engage ideas and suggestions from the Youth Ministry Committee.
 - d. Attend weekly staff meetings and participate in staff retreats and planning sessions.

Principle Accountabilities

1. Collaborate with staff and Youth Ministry Committee to:
 - a. Envision, develop, and oversee youth ministry and faith formation programs for preschool through high school.
 - b. Develop and publish a schedule of all youth and family activities. Schedule to be shared in a timely fashion so families can incorporate youth events and activities into their long-term family planning calendars.
 - c. Develop, plan, and implement summer programming.
 - d. Assist in the development, coordination and implementation of approved fundraising projects and events.
 - e. Coordinate community service projects.
 - f. Coordinate and participate in youth retreats, synod and local ecumenical activities, work camps, All Saints Confirmation Camp, and the ELCA Youth Gathering.
 - g. Provide regular communication with youth, families, staff, and the congregation utilizing emails, texts, social media, bulletins, graphics, worship announcements, and monthly newsletters.
 - h. Plan and coordinate regular elementary, middle and high school youth group functions. Make arrangements for Approved Adult Volunteers to participate in events and activities per the Child Protection Policy (#5.43)
 - i. Organize and coordinate an annual Approved Adult Volunteer training session to review the Child Protection Policy.

- j. Maintain record keeping with assistance from the Personnel Committee:
 - Approved Adult Volunteer applications and background checks
 - Drivers Log
 - Permission Slips
 - Attendance records for youth programs and Sunday School
- 2. Collaborate with staff and Christian Education Committee to:
 - a. Plan and coordinate weekly Sunday School programming, including an opening devotion in the worship space. Serve as a coordinator to oversee Sunday School rotation and assist Sunday School teachers where needed.
 - b. Develop, plan and coordinate summer Vacation Bible School.
- 3. Collaborate with the Church Administrator and Treasurer to manage the current youth budget and the work camp/youth gathering fund.

Qualifications

- Bachelor's degree or equivalent experience.
- Foundational understanding and acceptance of Lutheran theology and teachings. Ability to communicate personal faith with others.
- Strong communication, organizational and time management skills.
- Experience with collaborative team ministry, including solid interpersonal skills and the ability to work with others.
- Experience with coordination and scheduling of a volunteer-based organization.
- Possess or ability to obtain favorable PA Child Abuse, Criminal background check and FBI clearances.
- Previous experience working with youth ministry in a Christian setting is highly desirable.
- Ability to relate with empathy and build trust with youth, family, and staff in a group and on a one-to-one basis.
- Ability to work collaboratively with pastors, staff, congregation council, parents, and youth.
- Ability to be productive and efficient without direct supervision.
- Should possess knowledge of adolescent spiritual and personal development, youth culture and sociology.
- Possess team building skills: recruiting volunteers, training, and supporting them.
- Must have group processing and facilitation skills.
- Experience in teaching and/or counseling is helpful.
- Must be an active member of an ELCA or ELCA Full Communion partner congregation.
- Completion of Child Protection Training developed by the PA Department of Human Services.
- Ability to operate and utilize Microsoft Office products, as well as other online organizational resources.

Compensation and Benefits

- Exempt position with anticipated 40 hours per week, including evenings and weekends
- Salary
- Vacation & Sick Leave
- Observation of eight holidays
- Continuing Education Opportunities
- Health Insurance
- Pension Contribution

To Apply

Email personnel@stjamesgettysburg.org and include cover letter, resume and references.